



Embassy of the United States of America
Tokyo, Japan

July 30, 2020

First set of Questions and Answers (Qs & As) from the orientations held on July 14 and July 21, 2020 at 2:00pm

Request for Quotations No. 19JA80-20-Q-0769

Project Title: External Public Diplomacy Platform Service for the
the Public Affairs Office (PAS) of the U.S. Embassy Tokyo,
Japan

Questions and Answers Session

Question 1:

"What are the locations where the Embassy will require office access? Are they General Consulates locations such as Tokyo, Sapporo, Nagoya, Osaka, Fukuoka and Naha?"

Answer 1: Please see Section #3 in the Statement of Work within the RFQ package. Also, please submit the evaluation excel sheet with check marks in the areas where you have offices.

Question 2:

"What are the expected numbers of users? It would be helpful if you specify numbers of users for each area if there are any differences in numbers among them."

Answer 2: Please see Section #2 in the Statement of Work within the RFQ for the number of memberships accounts (member-card holders) being requested. Also, please also refer to Sections #9 and #11 in the Statement of Work within the RFQ for the anticipated number of attendees for our meetings and events.

Question 3:

"Are only co-working space required, or individual personal (one-person) offices are also part of your planning?"

Answer 3: Please see Section #3 in the Statement of Work within the RFQ package for our request regarding a private office space. There is a specific request for the use of communal space and one-day pass in Section #4 in the Statement of Work within the RFQ package.

Question 4:

"Is it possible to extend the service period from 9/1/2020 through 8/31/2021?"

Answer 4: The contract will be a one-year effective from the date of the

Embassy Contracting Officer's signature. If the services are still required after the one-year period and upon funding availability, the U.S. Government will conduct a bidding process before the one-year contract expires.

Question 5:

"Our company has a three-month notice policy to cancel the contract. Would it be acceptable for the Government (PAS)?"

Answer 5: No, it is not acceptable. Under Federal Acquisition Regulation (FAR) clause 52.212-4, stated on page 11 of the RFQ by reference, the U.S. Government reserves the right to terminate the contract. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges the Contractor can demonstrate to the satisfaction of the Government using its standard record keeping system, have resulted from the termination.

Question 6:

"What are the required security level(s)?"

Answer 6: Please see Section #1 in the Statement of Work within the RFQ package for the security and controlled access requirements.

Question 7:

"What are the frequencies to use each offices? Are registered members expected to use the offices daily?"

Answer 7: This is to be determined; however, member-card holders should have access to a designated office daily as stated in Section #1 in the Statement of Work within the RFQ package.

Question 8:

"Some events are held in a few time a month in some of our co-working space areas in office locations. For any days such events are scheduled, users can't use the offices. Would that be acceptable?"

Answer 8: Member-card holders shall be able to use a designated office daily as stated Section #1 in the Statement of Work within the RFQ package regardless of events.

Question 9:

"Staff in some office locations are not able to speak English. Would there be any concern about it?"

Answer 9: Staff's English requirements are listed in Sections #1, 5, and 12 in the Statement of Work within the RFQ package. This is also in the technical evaluation, and we request that every participating company fill out the excel sheet and indicate the availability English speaking staff for each office.

Question 10:

"Some types of the initial costs before moving in will be charged. It will be possible to be paid before services start?"

Answer 10: As long as the initial costs are included in each monthly invoices after the services are rendered, it's payable. Advance payment before service is prohibited by US government regulations.

Question 11:

"Monthly invoices are issued on the fixed date of every month with our company's specified payment citation date. Would it be possible to apply our company Terms and Conditions on payment?"

Answer 11: Advanced payment is prohibited by the U.S. Government regulations. Monthly invoices shall be issued after required services are provided for the previous month. The Government Terms and Conditions on Payment shall be applied.

Question 12:

"Could you tell us the estimated timeline to sign the contract for this project?"

Answer 12: This is a uni-lateral purchase order(PO),so PO shall only be issued with Contracting Officer's signature. We project this to take place sometime in Aug 2020.

Question 13:

"Would you like to redline our Terms & Conditions? (If YES, we'd like to prepare as soon as possible.)?"

Answer 13: The U.S. Government Terms and Conditions shall be applied.

Question 14:

"SOW Section 12: May we add the sentence "with prior notification and consultation" to the following sentence "The Contractor shall allow Embassy and Consulate programs or opportunities to be shared with the Contractor's community members, as well as the Contractor's marketing contacts using internal and external communication platforms, physical flyers, digital signage, publications, and mailing list?"

Answer 14: Yes, per Amendment 0001 to RFQ 19JA8020Q0769 issued July 30, 2020, this sentence was added.

Question 15:

"SOW Section 12: if we'd like to propose other elements to the partnership, what would be the best way to propose it? Shall we include it in the quotation deck that we will be submitting?"

Answer 15: Yes, please include it in the quotation. The RFQ describes the minimum required services and amenities that the government seeks. However, anything additional may be added to distinguish one application from another.

Question 16:

"Would it be possible to incorporate contractor's terms and conditions into the contract (purchase order)?"

Answer 16: No. The U.S. Government Terms and Conditions shall be applied.

Question 17:

"Would payments for the initial Service fees be made within certain fixed Days set by the contractor after invoice submissions?"

Answer 17: As long as the initial costs are included in each monthly invoices after the services are rendered, it's payable. Advanced payments on the initial fees(or costs) are prohibited by the U.S. Government regulations.

Question 18:

"Can Pricing Format be adjusted to fit existing company services pricing, such as the use of credit hours, etc.?"

Answer 18: No. Companies shall use units set by the U.S. Government for this project.

Question 19:

"Some of our questions have confidential. Can we keep the company information confidential?"

Answer 19: Please submit only the questions which can be disclosed to public view as all questions and answers are consolidated in Q & A letter format and must be publicly posted on the Embassy Tokyo website per US government regulation.

-End of First Set of Q and A-